

## Civil Rights Compliance

**Sponsor Name** \_\_\_\_\_

**Date of Completion** \_\_\_\_\_

The United States Department of Agriculture (USDA) regulations outline each school's responsibility regarding civil rights compliance in the school nutrition programs. The following checklist furnishes an overview of the requirements. Complete this form each year by December 15th and retain for program audit/review.

- |  | YES   | NO    | N/A   |
|--|-------|-------|-------|
| 1. Is the complete nondiscrimination statement included on the parent letter and all other printed material?   | _____ | _____ |       |
| 2. Have any complaints of discrimination (written or verbal) been received this school year?   | _____ | _____ |       |
| 3. If "yes" to number 2, have they been acted upon according to the sponsor's written procedures?  | _____ | _____ | _____ |
| 4. Is the nondiscrimination poster displayed in a prominent place in each school?  | _____ | _____ |       |
| 5. Is program information made available to major employers contemplating layoffs?   | _____ | _____ | _____ |
| 6. Are program materials printed in a language other than English, if needed?  | _____ | _____ | _____ |
| 7. Do admission procedures restrict enrollment by minority persons?  | _____ | _____ |       |
| 8. Are disabled students including those with special dietary needs, provided program benefits as appropriate?   | _____ | _____ |       |
| 9. Complete the following chart for each school in the district. This information should be compiled from the applications for free and reduced priced meals, as completed by households. For institutions not required to collect applications, enrollment information may be used. |       |       |       |

	Number Approved for Free/Reduced-Price Meals	Number Denied
American Indian or Alaskan Native	_____	_____
Asian	_____	_____
Black or African American	_____	_____
Hispanic or Latino	_____	_____
Native Hawaiian or other Pacific Islander	_____	_____
White	_____	_____
Total Students	_____	_____